

**CBS Reimbursable
User Guide**

Maintenance Screens

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4.0 Maintenance Screens

Maintenance screen set-up is required prior to processing transactions in the CBS Reimbursable Agreements Module. Maintenance screens contain bureau-defined values and/or system maintained values with associated processing logic. Some maintenance screens require one-time setup, while others are used on an occasional basis to establish new values or modify existing maintenance data.

Values established in the maintenance process are used throughout the system on transaction screens to create reimbursable agreement records, unfilled customer orders, receivable records, apply adjustments, and record collections. The maintenance screen functionality is also used to create templates with standard text to be cited on the Reimbursable Acceptance Notification. In addition, maintenance values are also used for batch processing and report generation.

The system displays applicable error messages if users attempt to create transactions, execute a batch process, or generate a report where required maintenance values have not been established. Upon receipt of error messages, users are prohibited from proceeding until relevant maintenance data has been established.

4.1 Project Code Maintenance Screen (CM004)

The Project Code Maintenance Screen (CM004) is used to create and maintain project codes and manage information such as project leader, funding source, project type, and project source. A detailed presentation of this screen can be found in the [CBS Budget Execution User Guide](#). For reimbursable processing the WIP Flag, Fixed Flag, and WIP History fields have been added to the screen while the Project Type and D/R Flag continue to be important screen elements for directing reimbursable processing. In addition, the Budget Initiative No field will no longer contain the Reimbursable Agency ID since this is now available through the OMB/Sponsor Tab on AR059 of the Accounts Receivable module.

The following is an example of the CM004 screen:

The screenshot shows the 'Project Code Maintenance Screen' (CM004) with the following fields and values:

- Interface: [] Project Code Maintenance Screen cm004
- Bureau Code: [] Name: [] Notes: < >
- Project Code: [] Title: []
- Type: [] Descr: []
- Fund Code: [] Title: []
- Program: [] Name: []
- D/R Flag: [] Effective Dates: [] to []
- Category: < > WIP: N Fixed: N <Fixed> <WIP Hist>
- Codes: Fields of Science: [] NSF: [] Production: [] Goal: []
- Project Leader: [] Techrep: []
- Manager: [] Admin: [] CO/POC: []
- Project: Created by: [] Organization: [] Work Site: []
- Base/Non-Base: [] Funding Source: [] Organization: []
- Prior Code: [] Budget Initiative No: [] Tasks: < > Other: < >
- Approval: N By: [] Active: Status: N []
- Count: *0 <List><Replace>

The Project Code Maintenance screen (CM004) contains the following fields which are important for reimbursable processing:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Project Type	This field displays an abbreviation that describes how the project will be used whenever the project code is referenced and posted to the General Ledger. Project types are established through the Accounting System Code Maintenance Screen (GL021) and used to group similar projects.	Required LOV available
D/R Flag	This field displays a flag which indicates if this project is direct or reimbursable.	Required LOV available
WIP	This field displays a flag which indicates if project is to be included in WIP process.	Required Defaults to N Valid values are Y or N
Fixed Flag	This field displays a flag which indicates if project's costs are allocated to unfilled customer orders using a fixed percentage. <i>Note: NOAA does not use a fixed percentage.</i>	Required Defaults to N Valid values are Y or N

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Fixed	This is a drill down field that provides a history of the unfilled customer orders that have been assigned to this project.	System generated
WIP Hist	This is a drill down field that provides a history of the project’s WIP results if the WIP flag is checked.	System generated

To establish project codes on CM004, the user will need to perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select the CM004 - Project Code Maintenance Screen from the <i>Navigator Menu</i> .
2	Cursor will display in Bureau Code field. Enter the applicable bureau code. System will automatically populate the Name field.
3	Tab or enter to access the Project Code field and enter a unique project code.
4	Tab or enter to access the Title field and enter a title for the project code.
5	Tab or enter to access the Project Type field, and enter the project type, or select a valid type from the LOV. System will automatically populate the Name field. For reimbursable projects, the valid project types are: REIMBA (for reimbursable agreements with advances, REIMBW (for reimbursable agreements without advances), AOTHER (other reimbursable with advances), ROTHER (other reimbursable without advances), SALE B6 (sales projects in fund code 6), SALER7 (sales projects in fund code 7), GSARNT (Finance Office use for GSA rent in fund code 6), CASHCT (Finance Office use for cash control in fund code 7).
6	Tab or enter to access the Fund Code field, and enter the Fund Code, or select a valid Fund Code from the LOV.
7	Tab or enter to access the Program fields and enter valid Program code, or select from the LOV for each segment of the program code.
8	Tab or enter to access the D/R Flag field and enter “ R ” to indicate a reimbursable project.
9	Tab or enter to access the Effective Dates field and enter the date for which the project will be valid. Field must be DD- MMM - YYYY .
10	Tab or enter to access the Effective Dates To field, and enter the date for which the project will no longer be valid if applicable. Field must be DD- MMM - YYYY .
11	Tab or enter to access the Category field and drill down to access the Category Pop up.
12	In the Category screen, enter the appropriate fund code fiscal year and Category “ A ” and activate the record.
13	Tab or enter to access the WIP Flag field. Enter “ Y ” if the project should be included in the reimbursable WIP process or “ N ” if the project should not be included in the WIP process.

Step	Action
14	<p>Tab to the Fixed Flag field. The field defaults to “N” for the WIP allocation percentage to be calculated by the WIP process. Verify the entry is “N” and tab to the next field.</p> <p><i>Note: NOAA allows the system to calculate the WIP allocation percentage. However, the system has the capability to allocate project costs on a fixed percentage basis if the user changes the Fixed Flag to “Y.”</i></p>
15	Tab or enter to access the Field of Science field and enter the code or select from the LOV.
16	Tab or enter to access the National Science Foundation field and enter the code or select from the LOV.
17	Tab or enter to access the Production field and indicate whether this project is production or non-production (P or N).
18	Tab or enter to access the Goal field and enter the code or select from the LOV.
19	Tab or enter to access the Project Leader field. Enter the employee number of the project leader, if applicable; otherwise, enter 999999.
20	Tab or enter to access the Manger field. Enter the project manager’s employee number, if applicable; otherwise, enter 999999.
21	Tab or enter to access the Techrep field. Enter the Technical Representative’s employee number if applicable; otherwise, enter 999999.
22	Tab or enter to access the Admin field. Enter the Admin’s employee number if applicable; otherwise, enter 999999.
23	Tab or enter to access the CO/POC field. Enter the Contracting Officer or Point of contact if applicable; otherwise, enter 999999.
24	Created by Organization field will default with the user’s home organization. Update the created by organization with a valid organization, if different from the user’s.
25	Tab or enter to access the Work Site field. Enter the work site, if applicable.
26	Tab or enter to access the Base/Non-Base field. Indicate whether the source of funding for this project code is base/non-base. If field is left blank, the cursor will automatically move to Prior Project Code field. If B or N is selected, the Funding Source Organization field will automatically be entered with the user’s home organization.
27	Tab or enter to access the Funding Source Organization field. Enter the funding source organization if applicable.
28	Tab or enter to access the Prior Project Code field. Enter the prior project code if applicable.
29	<p>Tab or enter to access the Budget Initiative No field. Enter the budget initiative code, if applicable.</p> <p><i>Note: NOAA will no longer need to use this field to record the Reimbursable Agency ID number.</i></p>

<i>Step</i>	<i>Action</i>
30	Tab or enter to access Task codes pop up. At least one task must be active in order for the project to be valid.
31	Tab or enter to access Other field and enter project information as applicable.
32	To approve record, enter Y in the Approval field. To commit the record, press {F5}.
33	To activate the project code, enter a Y in the Active status field. To commit the record, press {F5}.

4.1.1 Project/Tasks

Multiple tasks can be associated with a specific project. Tasks are established through the pop up window on the Project Code Maintenance Screen (CM004). For reimbursable projects, the flags associated with the different modules can be set to N to prevent the processing of most cost transactions until an advance has been received from non-Federal customers without a waiver or upon expiration of funding supporting the project. The module abbreviations are: BE – Budget Execution, PR – Purchase Requisitions, PO – Purchase Order, AP – Accounts Payable, AR – Accounts Receivable, GJ – General Journal, and LB – Labor.

The following illustrates the Project Tasks pop up from the Project Code Maintenance Screen:

Interface Project Code Maintenance Screen cm004

Bureau Code Name Notes

Project Code Title

Type Descr

Fund Code Title

Program Name

D/R Flag Effective Dates: to

Category WIP Fixed

Codes: Fields of Science NSF Production Goal

Project Leader

Manager Techrep

Admin CO/POC

Project: Created by Organization Work Site

Base/Non-Base Funding Source Organization

Prior Code Budget Initiative No Tasks Other

Approval: By Active: Status

Count: *0 <List><Replace>

Project Tasks

Task	Title	Effective Dates		Notes
		Begin	End	
P00	RECOVERY EXPENSES	01-OCT-1997		<input type="text"/>

Flags: BE PR PO AP AR GJ LB

Active: Status Date 24-JUL-2001

To establish additional Task codes through the pop up window on CM004, the user will perform the following steps:

Step	Action
1	Within the Project Code Maintenance screen enter or tab to the Tasks field. Double-click in the Tasks field to access the Project Task screen.
2	Click on the + Add a record icon on the toolbar and add a new task code.
3	Assign a title for the new task.
4	Enter the effective dates for the task. (Effective dates must be within the project effective date parameters.)

<i>Step</i>	<i>Action</i>
5	To add notes, enter or tab to the <i>Notes</i> field. Type the appropriate information.
6	After completing the notes, commit the record.
7	To update the module flags, enter Y or N as applicable for processing the following transaction types: BE – Budget Execution LB – Labor PR – Purchase Requisitions AR – Accounts Receivable PO – Purchase Order GJ – General Journal AP – Accounts Payable
8	Activate the task code by entering Y in the Active Status field and commit the record.
9	Exit the Project screen.

4.1.2 Fixed WIP Percentage Pop up

This pop up screen is available for projects that are allocated to unfilled customer orders based on a fixed percentage. If the project has a Y in the Fixed Flag field, this pop up screen will be populated after an unfilled customer order referencing the project has been approved. The Fixed % amount should be entered in this screen by the user after the unfilled customer order has been approved. The Fixed % amounts must total to zero. This screen may list multiple unfilled customer orders which are grouped and displayed by fund code fiscal year.

The following illustrates the WIP Percentage pop up from the Project Code Maintenance Screen:

```

Interface  Project Code Maintenance Screen cm004
Bureau Code 14 Name NOAA Notes <|>
Project Code FIXEDPR Title PROJECT WITH FIXED PERCENTAGE
Type REIMBA Descr REIMBURSABLE WITH ADVANCE
Fund Code 21 Title REIMB TESTING
Program 01-00-00-000 Name REIMB TESTING - LEVEL 1
D/R Flag B Effective Dates: 01-OCT-2000 to
Category <|> 2000-A WIP Y Fixed Y <Fixed> <WIP Hist>
Codes: Fields of Science NSF Production N Goal 00
Project Leader
Manager 999999 NO SPECIFIC EMPLOYEE Techrep 999999 NO SPECIFIC EMPLOYEE
Admin 999999 NO SPECIFIC EMPLOYEE CO/POC 999999 NO SPECIFIC EMPLOYEE
Project: Created by Organization 06-02-0004-01-00-00-00 Work Site
Base/Non-Base Funding Source Organization
Prior Code Budget Initiative No Tasks <|> Other <|>
Approval: Y By K A BRUCHEY 21-APR-2004 Active: Status Y 21-APR-2004
Count: *1 <Replace>
    
```

Fixed WIP Percentage

Agreement Number	Customer Order No	Organization	Amount	Fixed %
FIXED PERCENTAGE AGR	ORDER #1	10-00-0000-00-00-00-00	20000.00	100.0000
Totals			20000.00	100.0000

The following fields are applicable to the Fixed WIP Percentage Pop up screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
FCFY	This field displays the fund code fiscal year of the unfilled customer order(s) referencing the project and listed on the screen.	System generated
Agreement Number	This field displays the reimbursable agreement referenced on the unfilled customer order.	System generated
Customer Order No	This field displays the unfilled customer order number from the RADG003 record.	System generated

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Organization	This field displays the organization supplied on the unfilled customer order.	System generated
Amount	This field displays the funding dollar amount entered for the project on the unfilled customer order record.	System generated
Fixed %	This field displays the percentage amount of project costs that should always be allocated to this project and unfilled customer order combination during the WIP process.	Required for fixed percentage projects.

To access the Fixed WIP Percentage Pop up screen, the user will need to perform the following steps:

<i>Step</i>	<i>Action</i>
1	Within the Project Code Maintenance screen enter or tab to the <i><Fixed></i> field.
2	Access the Pop up screen by hitting {F2}.
3	Tab to the Fixed % field and enter the amount of costs that WIP should always allocate to this agreement and unfilled customer order combination. The percentages entered must total to 100%.

4.1.3 WIP Allocation Percentage History Pop Up

After a WIP process has been run, the WIP Allocation Percentage History Pop up screen will display the participation amount and percent amount allocated to each agreement and unfilled customer order combination during the WIP process. This information is available for all projects that have a Y in the WIP flag field. There will be a record for each WIP run that has been completed.

The following illustrates the WIP Allocation Percentage History pop up from the Project Code Maintenance Screen:

Interface Project Code Maintenance Screen cm004

Bureau Code Name Notes <|>
 Project Code Title
 Type Descr
 Fund Code Title
 Program Name
 D/R Flag Effective Dates: to

Category <|> WIP Fixed <Fixed> <WIP Hist>
 Codes: Fields of Science NSF Production Goal

Project Leader
 Manager NO SPECIFIC EMPLOYEE Termrep NO SPECIFIC EMPLOYEE
 Admin NO SPECIFIC EMPLOYEE CO/POC NO SPECIFIC EMPLOYEE
 Project: Created by Organization Work Site
 Base/Non-Base Funding Source Organization
 Prior Code Budget Initiative No Tasks <|> Other <|>

Approval: By Active: Status

Count: *1 <Replace>

WIP Allocation Percentage History

WIP Run ID
 FCFY
 Organization Code

Agreement No	Customer Order No	Participation Amount	Percent
Totals		0.00	0.000

The following fields are applicable to the WIP Allocation Percentage History Pop up screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
WIP Run ID	This field displays the system assigned number identifying the WIP run. (This field is known as the Batch No. field on the WIP Process Log).	System generated
FCFY	This field displays the fund code fiscal year of the unfilled customer order(s) referencing the project and listed on the screen.	System generated

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Organization Code	This field displays the organization supplied on the unfilled customer order.	System generated
Agreement Number	This field displays the reimbursable agreement referenced on the unfilled customer order.	System generated
Customer Order No	This field displays the unfilled customer order number from the RADG003 record.	System generated
Participation Amount	This field displays the dollar amount from the unfilled customer order.	System generated
Percent	This field displays the project's percentage of participation in the unfilled customer order represented by the dollar amount.	System generated

To access the WIP Allocation Percentage History Pop up screen, the user will need to perform the following steps:

<i>Step</i>	<i>Action</i>
1	Within the Project Code Maintenance screen enter or tab to the < <i>WIP Hist</i> > field.
2	Access the Pop up screen by hitting {F2}.

4.2 Report Text Template Maintenance Screen (RADG007)

The Report Text Template Maintenance screen is used to record text to be printed in the Remarks and Attachments section of the Reimbursable Acceptance Notification Report (RADG106). Selection of the text template to be used is based on the user entering the template code on the Print tab of the Reimbursable Agreement screen (RADG002). The data recorded and maintained by this screen includes bureau code, template code, template description, text, compress flag, active status, and active date. If the volume of the text will be sufficiently large to generate extra pages of the Agreement Notification Report (RADG106), the user can check the Compress Flag checkbox to reduce the size of the print font.

The Report Text Template Maintenance Screen (RADG007) is displayed below:

The screenshot shows a window titled "Report Text Template Maintenance (RADG007 VER-1.166.0.15)". Inside the window, there is a form with the following fields:

- Bureau Code**: A small text input field.
- Name**: A larger text input field.
- Template Code**: A text input field.
- Description**: A text input field.
- Text**: A large text area for entering the template content.
- Compress Flag**: A checkbox.
- Active**: A checkbox.
- Active Date**: A date input field.

The following fields are applicable to the Report Text Template Maintenance Screen (RADG007):

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Bureau Code</i>	This field displays the bureau code as defined on the Bureau Code Screen (GL004).	Required LOV available
<i>Name</i>	This field displays the name associated with the bureau code selected above as defined on the Bureau Code Screen (GL004).	System generated
<i>Template Code</i>	This field displays the code that will identify specific text to appear on the Reimbursable Acceptance Notification Report (RADG106).	Required LOV available
<i>Description</i>	This field displays a description of the text associated with the Template Code.	Required
<i>Text</i>	This field displays the text that will appear on the Reimbursable Acceptance Notification Report (RADG106). <i>Note: This field allows the user to enter 240 characters of text.</i>	Required

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Compress Flag	The Compress Flag checkbox, if checked, will reduce the font size of the text when printed on the Reimbursable Acceptance Notification Report (RADG106).	Optional
Active	The Active checkbox, if checked, makes the text available for selection on the Print tab of the Reimbursable Agreement (RADG002) screen.	Required

4.2.1 Establish Report Text Template

Users will perform the following steps to establish a Report Text Template:

<i>Step</i>	<i>Action</i>
1	Select the RADG007 - Report Text Template Maintenance option from the <i>Navigator Menu</i> .
3	Double click on the Bureau Code field and select the bureau from the LOV.
4	Click on the Template Code field and enter a code that will be used to identify the text. The template code may up to 10 digits in length.
5	Click on the Description field and enter a brief description of the text. The description will appear on the Print tab of the Reimbursable Agreement screen (RADG002) when the template code is entered.
6	Click on the Text field and enter the text as it will appear on the Reimbursable Acceptance Notification Report (RADG106). The text may be up to 240 characters in length.
7	If the text for one or more template codes will appear on the Reimbursable Acceptance Notification Report (RADG106), the user has the option to check the Compress checkbox. Clicking on the Compress checkbox will reduce the font size of the text allowing more room on the front of the document for remarks and attachments.
8	Click on the Active checkbox to make the template code available for use on the Reimbursable Agreement (RADG002) and Reimbursable Acceptance Notification Report (RADG106) screens

4.3 WIP Accounts Maintenance Screen (RADG001)

The WIP (Work in Process) Accounts Maintenance screen is used to assign the accounts and sub-accounts to be extracted from Trial during the WIP process. This screen also identifies the default object classes to be used for WIP posting to the General Ledger.

Users are allowed to enter only one RADG001 record for each bureau. The system will not allow users to overlap WIP account ranges. Once the matching level has been chosen and costs have been billed using this matching level, the system will not allow the user to change the matching level.

Note: Incorrect setup of these accounts will produce erroneous WIP results. Costs, advances, or customer orders may be erroneously included or excluded in transactions extracted during the WIP process to produce WIP bills. Use of this screen is limited to those knowledgeable of the accounting for WIP transactions at the transaction code level.

The WIP Accounts Maintenance Screen is displayed below:

WIP Accounts Maintenance Screen (RADG001 VER-1.166.0.15)

Bureau Code Name

Account Name	Account Range		Source		Active Status	Date
	From	To	Subsystem	Trans Source		
Unbilled WIP Accounts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
WIP Advance Accounts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Customer Order Accounts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Default Object Class

Billed WIP

Applied Advance

Prebill / Overbill

Cost Matching Level

Project and Org Codes Project Only Not Set

The following fields are applicable to the WIP Accounts Maintenance Screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Bureau Code</i>	This field displays the bureau code as defined on the Bureau Code screen (GL004).	Required LOV available
<i>Name</i>	This field displays the name associated with the bureau code selected above as defined on the Bureau Code Screen (GL004).	System generated
<u><i>Unbilled WIP Accounts:</i></u> <i>Account Range From</i>	This field displays the beginning number of the general ledger unbilled accounts to be extracted from Trial during the WIP process.	Required LOV available
<i>Account Range To</i>	This field displays the ending number of the general ledger unbilled accounts to be extracted from Trial during the WIP process.	Required LOV available
<i>Subsystem Source</i>	This field displays the subsystem codes of the unbilled account transactions to be extracted from Trial during the WIP process.	Required
<i>Trans Source</i>	This field displays the transaction source code of the unbilled account transactions to be extracted from Trial during the WIP process.	Required
<i>Active Status</i>	This field displays the active status of the Unbilled WIP Accounts line. If checked, the line is active; otherwise, it is inactive.	Required for the line to be active
<i>Date</i>	This field displays the system date when the active status was last changed.	System generated
<u><i>WIP Advance Accounts:</i></u> <i>Account Range From</i>	This field displays the beginning number of the general ledger advance accounts to be extracted from Trial during the WIP process.	Required LOV available
<i>Account Range To</i>	This field displays the ending number of the general ledger advance accounts to be extracted from Trial during the WIP process.	Required LOV available
<i>Subsystem Source</i>	This field displays the subsystem codes of the advance account transactions to be extracted from Trial during the WIP process.	Required

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<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Trans Source</i>	This field displays the subsystem codes of the advance account transactions to be extracted from Trial during the WIP process.	Required
<i>Active Status</i>	This field displays the active status of the WIP Advance Accounts line. If checked, the line is active; otherwise, it is inactive.	Required for the line to be active
<i>Date</i>	This field displays the system date when the active status was last changed.	System generated
<u><i>Customer Order Accounts:</i></u> <i>Account Range From</i>	This field displays the beginning number of the general ledger unfilled customer order accounts to be extracted from Trial during the WIP process.	Required LOV available
<i>Account Range To</i>	This field displays the ending number of the general ledger unfilled customer order accounts to be extracted from Trial during the WIP process.	Required LOV available
<i>Subsystem Source</i>	This field displays the subsystem codes of the unfilled customer order account transactions to be extracted from Trial during the WIP process.	Required
<i>Trans Source</i>	This field displays the subsystem codes of the unfilled customer order transactions to be extracted from Trial during the WIP process.	Required
<i>Active Status</i>	This field displays the active status of the WIP Advance Accounts line. If checked, the line is active; otherwise, it is inactive.	Required for the line to be active
<i>Date</i>	This field displays the system date when the active status was last changed.	System generated
<u><i>Default Object Class: Billed WIP</i></u>	These four fields display the eight digit object class that will be used to post released WIP charges to Trial.	Required LOV available
<i>Active Status</i>	This field displays the active status of the WIP Advance Accounts line. If checked, the line is active; otherwise, it is inactive.	Required for the line to be active
<i>Date</i>	This field displays the system date when the active status was last changed.	System generated
<u><i>Default Object Class: Applied Advance</i></u>	These four fields display the eight digit object class that will be used to post liquidated advances to Trial.	Required LOV available

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<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Active Status</i>	This field displays the active status of the WIP Advance Accounts line. If checked, the line is active; otherwise, it is inactive.	Required for the line to be active
<i>Date</i>	This field displays the system date when the active status was last changed.	System generated
<u>Default Object Class: Prebill/Overbill</u>	These four fields display the eight digit object class that will be assigned to costs exceeding the unfilled customer order balance until that balance is increased.	Required LOV available
<i>Active Status</i>	This field displays the active status of the WIP Advance Accounts line. If checked, the line is active; otherwise, it is inactive.	Required for the line to be active
<i>Date</i>	This field displays the system date when the active status was last changed.	System generated
<u>Cost Matching Level: Project and Org Codes</u>	If this radio button is selected, the system will match costs to orders based on both the project and the organization code.	Optional (but one of the three radio buttons must be selected)
<u>Cost Matching Level: Project Only</u>	If this radio button is selected, the system will match costs to orders based on the project.	Optional (but one of the three radio buttons must be selected)
<u>Cost Matching Level: Not Set</u>	This radio button displays as the default when the record is first entered, but cannot be selected to complete the WIP setup.	Defaulted when first entering the record

Maintenance Screens

To set up a WIP Accounts Maintenance record for a bureau, users perform the following steps:

<u>Step</u>	<u>Action</u>
1	Select the RADG001 - WIP Accounts Maintenance from the <i>Navigator Menu</i> .
2	Click on the Bureau Code field and enter the appropriate bureau code, or double click on the field and select the appropriate bureau code from the LOV. The bureau name will default once the user selects the Bureau Code. <i>Note: The LOV will only display Bureau Codes that do not have a record established on RADG001.</i>

<u>Step</u>	<u>Action</u>
3	In the Unbilled WIP Accounts section, double click on the Account Range From field and select the appropriate beginning general ledger account number for the unbilled accounts receivable.
4	In the Unbilled WIP Accounts section, double click on the Account Range To field and select the appropriate ending general ledger account number for the unbilled accounts receivable.
5	In the Unbilled WIP Accounts section, click on the Subsystem Source field and enter the appropriate subsystem source of the records to be selected or enter "ALL".
6	In the Unbilled WIP Accounts section, click on the Trans Source field and enter the appropriate transaction source of the records to be selected or enter "ALL".
7	Double click on the Active Status field to make the line active. The date will be system generated with the current system date.
8	In the WIP Advance Accounts section, double click on the Account Range From field and select the appropriate beginning general ledger advance account number.
9	In the WIP Advance Accounts section, double click on the Account Range To field and select the appropriate ending general ledger advance account number.
10	In the WIP Advance Accounts section, click on the Subsystem Source field and enter the appropriate subsystem source of the records to be selected or enter "ALL".
11	In the WIP Advance Accounts section, click on the Trans Source field and enter the appropriate transaction source of the records to be selected or enter "ALL".
12	Double click on the Active Status field to make the line active. The date will be system generated with the current system date.
13	In the Customer Order Accounts section, double click on the Account Range From field and select the appropriate beginning general ledger advance unfilled customer order account number.
14	In the Customer Order Accounts section, double click on the Account Range To field and select the appropriate ending general ledger advance unfilled customer order account number.
15	In the Customer Order Accounts section, click on the Subsystem Source field and enter the appropriate subsystem source of the records to be selected or enter "ALL".
16	In the Customer Order Accounts section, click on the Trans Source field and enter the appropriate transaction source of the records to be selected or enter "ALL".
17	Double click on the Active Status field to make the line active. The date will be system generated with the current system date.
18	In the Default Object Class section, click on the first of the four two digit fields of the Billed WIP line and enter the WIP object class, or double click on each two digit field to select from the LOV.

<u>Step</u>	<u>Action</u>
19	Double click on the Active Status field to make the line active. The date will be system generated with the current system date.
20	In the Default Object Class section, click on the first of the four two digit fields of the Applied Advance line and enter the applied advance object class, or double click on each two digit field to select from the LOV.
21	Double click on the Active Status field to make the line active. The date will be system generated with the current system date.
22	In the Default Object Class section, click on the first of the four two digit fields of the Prebill/Overbill line and enter the object class assigned for overbilling or double click on each two digit field to select from the LOV.
23	Double click on the Active Status field to make the object class line active. The date will be system generated with the current system date.
24	In the Cost Matching Level , click on the appropriate radio button to identify the level of cost matching in the WIP process. <i>Note: The Not Set radio button cannot be selected as a level of cost matching.</i>
25	Click on the Save icon to save the record before exiting.

Note: Once the account parameters for a bureau are established on this screen, no updates will be needed unless the designated accounts for the WIP, advance, and unfilled customer order transactions change.

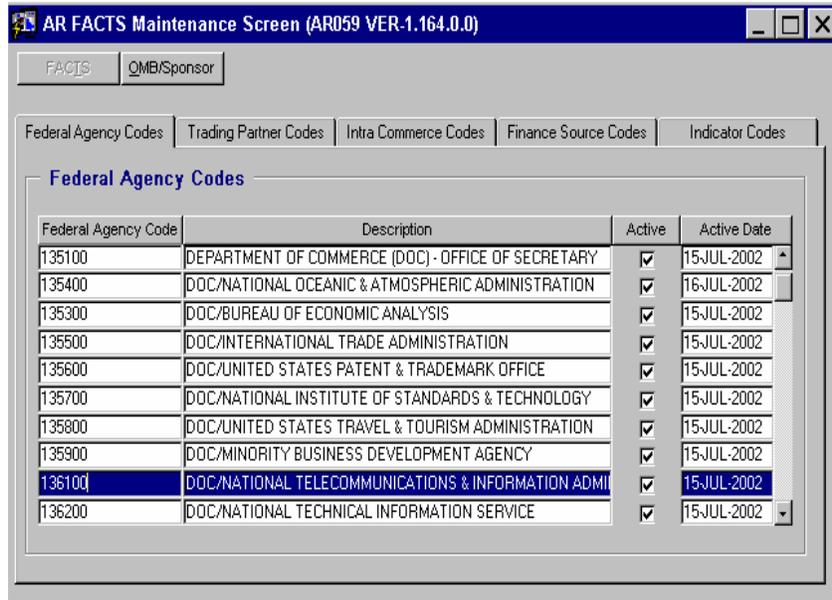
4.4 FACTS Information – OMB/Sponsor Tab (AR059)

As discussed in the Accounts Receivable User Guide the Government Management Reform Act of 1994 requires an audited Financial Report of the United States Government. Consequently, federal agencies are required to submit adjusted trial balance data to the Department of Treasury. To meet this goal, the Federal Agencies Centralized Trial-Balance System (FACTS) was created so federal agencies could transmit their adjusted trial balances (using standard general ledger accounts and other financial reporting data) to the Department of Treasury.

Information maintained on the FACTS Information Screen is utilized for reporting purposes and on the Customer and Contact Information screen (AR070) and Receivables screen (AR001). Additionally, the AR059 provides the capability to establish sponsor codes and OMB MAX codes so the user can establish and link the codes to a customer on a reimbursable agreement. The OMB/Sponsor Section of the FACTS Information screen is directly related to reimbursable activity. The OMB/MAX codes facilitate reporting of reimbursable activity in Government-wide reports to oversight agencies. The Sponsor codes are used to identify the unit code within the customer agency that is the sponsor for the reimbursable agreement. These codes are displayed

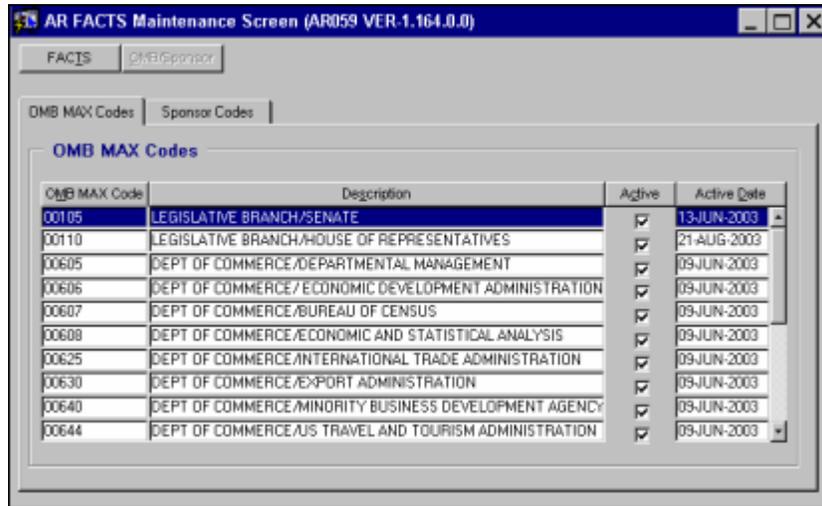
on the Reimbursable Agreement screen (RADG002) along with the customer funding the reimbursable agreement.

The OMB/Sponsor Code tab is displayed below:



The OMB/MAX code allows the user to establish and link the OMB/MAX codes issued by the Office of Management and Budget to a customer. This code is primarily used by NOAA to identify an agency on the NOAA Reimbursable Billing Report that was originally produced out of FIMA and is now being generated from the CBS Data Warehouse.

The FACTS OMB MAX Code tab is displayed below:



The following fields are applicable to OMB MAX Codes:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>OMB MAX Code</i>	This field displays a unique five digit code which is the combination of a three digit OMB agency code and a two digit OMB bureau code. The valid values are established by the Office of Management and Budget.	Required
<i>Description</i>	This field displays the name of the specific agency, bureau, office or department associated with the corresponding OMB MAX Code.	Required
<i>Active</i>	This field displays the status of the OMB MAX Code record.	Required to activate the OMB MAX Code record.
<i>Active Date</i>	This field displays the date the OMB MAX Code record was last activated.	Defaults based on the system date the record was last activated.

4.4.1 Establish OMB MAX Information

Users perform the following steps in order to establish OMB Codes:

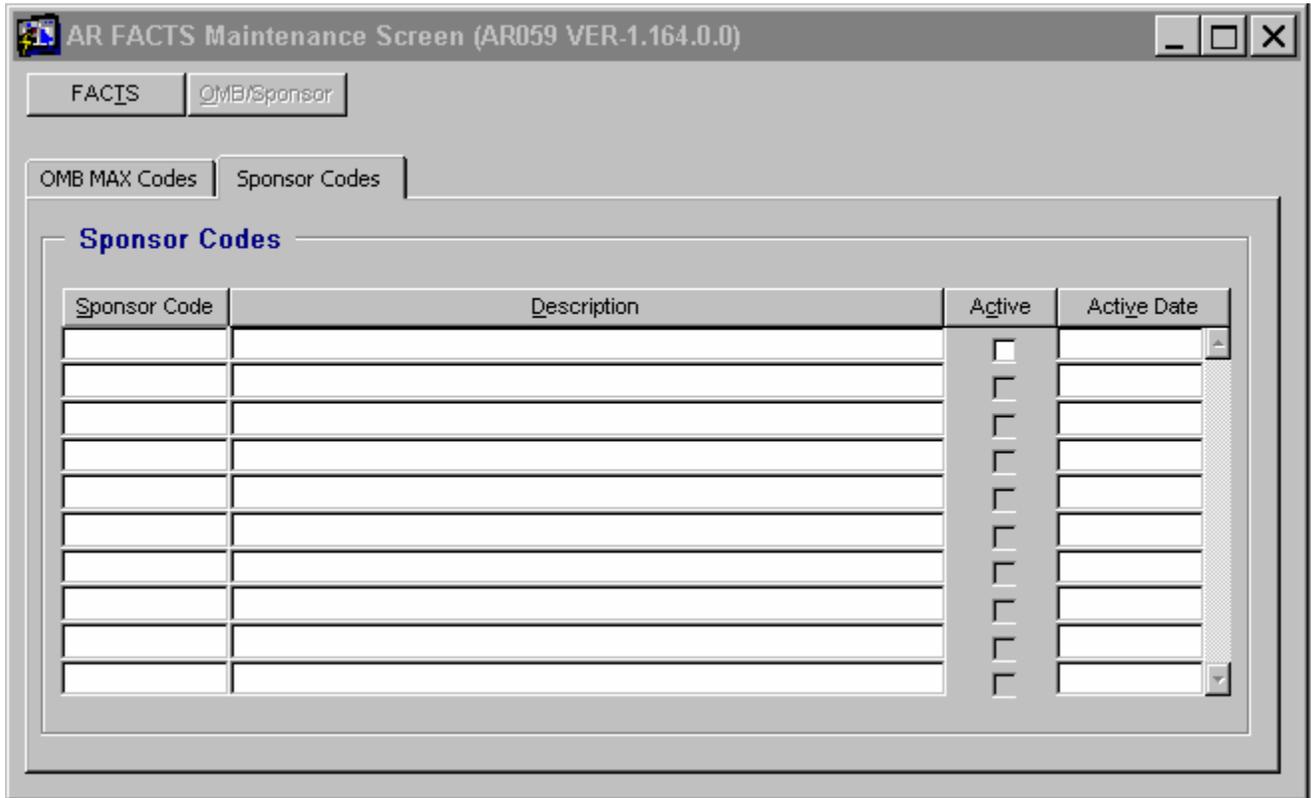
<u>Step</u>	<u>Action</u>
1	Select the AR059 – FACTS Information option from the <i>Navigator Menu</i> to display the FACTS Maintenance screen.
2	Click on the OMB /Sponsor tab.
3	The OMB MAX Code screen will pop up.
4	If necessary, click on the Add a Record icon (+) on the toolbar. A blank line will be displayed on the OMB MAX Codes.
5	Enter the five digit OM MAX Code as defined by the Office of Management and Budget. <i>Note: The user will not be allowed to modify this code once the record has been saved.</i>
6	Click in the Description field to enter the full name of the Federal Agency associated with the three digit portion of the OMB/MAX code and the full name of the Bureau associated with the two digit portion of the OMB/MAX code as defined by the Office of Management and Budget.
7	Click in the Active checkbox to activate the record. The Active Date will be system generated with the current system date.

4.4.2 Sponsor Codes

The purpose of the Sponsor Codes is to identify the unit within the customer agency that is the sponsor for the reimbursable agreement. There is only one sponsor code per customer and use of the sponsor code is optional.

Note: NOAA does not plan to assign values in the Sponsor Code maintenance screen available in the Reimbursable Module. This maintenance screen was developed to meet the needs of NIST.

The Sponsor Code screen is displayed below:



The following fields are applicable to Sponsor Codes:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Sponsor Code</i>	This field displays a unique six digit developed by each Bureau	Required
<i>Description</i>	This field displays the name of the specific agency, bureau, office or department identified by the six digit code.	Required
<i>Active</i>	This field displays the status of the Sponsor Code record.	Required to activate the Sponsor Code record.
<i>Active Date</i>	This field displays the date the Sponsor Code record was last activated.	Defaults based on the system date the record was last activated.

Users perform the following steps in order to establish a Sponsor Code:

<i>Step</i>	<i>Action</i>
1	Select the AR059 – FACTS Information option from the <i>Navigator Menu</i> . The FACTS Maintenance screen is displayed with the focus on the Federal Agency Codes tab.
2	Click on the <i>OMB/Sponsor</i> tab.
3	Click on the <i>Sponsor Codes</i> tab.
4	If needed, click on the Add a Record icon (+) on the toolbar to insert a blank line.
5	Enter the <i>Sponsor Code</i> as defined by the Bureau. <i>Note: The user will not be allowed to modify this code once the record has been saved.</i>
6	Enter the <i>Description</i> of the associated Sponsor Code.
7	Click in the Active checkbox to activate the record. The Active Date will be system generated with the current system date.

4.4.3 FACTS Reports

The FACTS Reports can be viewed on-line or printed. The AR144 OMB MAX Codes and the AR143 Sponsor Codes report can be launched from this screen. Additional reports that can be launched from this screen are discussed in the [Accounts Receivable User Guide](#). The launch screen that is displayed is based on the tab the user is on when the printer icon from the toolbar is clicked.

The individual reports will list all the FACTS records that have been established on each of the respective tabs. Each tab has its own launch screen with the same selection parameter of Active Status. Within the Active Status parameter, there are three choices in the drop down list from which the user can select. The three choices are ALL, Y or N. The default value is 'ALL'.

The user can initiate any FACTS Reports by completing the following steps:

<i>Step</i>	<i>Action</i>
1	Select the AR059 – FACTS Information option from the <i>Navigator Menu</i> . The FACTS Maintenance screen is displayed with the focus on the Federal Agency Codes tab.
2	Click on the <i>OMB/Sponsor</i> tab.
3	Click on the <i>OMB MAX Codes</i> or <i>Sponsor Codes</i> tab to print the respective report.
4	Click the Print icon on the toolbar.

<i>Step</i>	<i>Action</i>
5	Click the down arrow by the <i>Active Status</i> to select from a drop down list. The default value is ALL.
6	Choose Y to select active records, N for inactive records or ALL for both active and inactive records.
7	Click on the Run button to execute the report. The report will be displayed on-line. The Reports Background icon will appear at the bottom of your monitor.
8	Click on the single right facing arrow (Next Page) to view the next page of the report.
9	Click the Print icon on the toolbar to print a hard copy of the report. The Print selection box will be displayed. On this box, the user will define the printer and the number of copies to be printed.
10	Click the Close Previewer (X) icon to exit the screen and return to the respective report launch screen.
11	Click on the (X) on the top right corner of the launch screen to close the screen. The system will return the user to the original screen.
12	Click on the Report Engine Background at the bottom of the screen. Once the Report Engine Background screen is open, click the X on the top right corner of the background screen to exit the screen.
13	Click on the Exit icon on the toolbar or the X (Close) icon at the top right corner of the screen to return to the <i>Navigator Menu</i> .